

CONTRACT/PURCHASE DOCUMENT ROUTING FOR PRIVATIZATION REVIEW

Requirements:

1. Per statute, the State Personnel Director is required to review most contracts, purchase orders or other agreements which are utilized by state agencies to acquire personal services. The definition of "personal services" is broad and essentially includes all work performed by a human being. However, there are a **few** exceptions:

- a. Agreements with intergovernmental entities, such as cities, counties, school districts, other states, the federal government, foreign governments and other state agencies.
- b. Acquiring services exempted from the classified system by the constitution (i.e. - judicial, attorneys, professors).
- c. Agreements for terms of six months or less for services (not the need for a particular contractor) that **are not expected to recur** on a regular basis. However, the agency is required to self certify as to these facts. If the need for the services is recurring the contracts/purchase documents must be submitted for review.
- d. The lease or purchase of real property or the purchase of goods or commodities where the personal services piece is incidental to the transaction.
- e. If an agency has received a letter from the Department of Personnel granting a waiver of their duty to provide individual review of agreements.

NOTE: This is not a blanket waiver.

Review Time Goal: Three days for contracts; at least 3.5 days for purchase agreements.

Routing Requirements: **Note:** The personal services certification form is the Department of Personnel's permanent document; this form is never returned to the agency.

- 1. All encumbrance documents must have a completed personal services certification form attached. The certification form must be signed by an executive director **OR** an agency representative and dated with the current date.
- 2. Contracts must be entered on the CLIN table before being routed to the Department of Personnel. If submitting an amended contract, a copy of the original contract should also be forwarded.
- 3. For other documents: a copy of a purchase order, invoice, RX, request for proposal or a memo needs to be attached. Once the information is reviewed, the Department of Personnel's contract administrator will sign one of these documents and return it to the requesting agency.

"Walk through" requests:

Are performed depending on the availability of authorized staff and when appointments are made with staff. Please call the State Controller's Office Contract Unit when your agency needs a Privatization and Fiscal review and approval.

NOTE: It is the agency's responsibility to call all of the Central Approvers and set up appointment times and actually "walk the contract" to the

appropriate Central Approver.

Most common questions:

1. Do amended contracts **need** to be submitted to the Department of Personnel? **Yes.**

2. Do services awarded on state price agreements **need** review by the Department of Personnel?

Yes.

3. What if the services can be performed within six months?

No review is needed, however the Department of Personnel will still need to review these services if they are recurring (i.e., use of temporaries).

4. What about using the services provided by the Division of Central Services? **Please check with Central Services when you are in need of services that they perform such as collections, graphic design, mail, microfilm and printing services. A letter needs to be attached to the certification form from Central Services if they are unable to perform the required tasks or cannot be competitive as to quality and price.**